

ADMINISTRATIVE-INTERNAL USE ONLY

This Notice is Current Until Rescinded

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-37 REVISED

SECURITY  
9 March 1981

REQUEST FOR SPECIAL ACCESS APPROVAL  
FORM 2018 AND 2018a

RECISSION: NPIC NOTICE No. 10-37, dated 12 September 1980

STAT 1. Requests for Special Access Approvals, not to include "Q" Clearances, should be submitted for staff employees on Form 2018a, dated March 1976 and for contractors on Form 2018, dated July 1976. The following instructions explain each entry required on the form. Questions should be referred to the Security Branch on

2. INSTRUCTIONS: (see examples attached)

a. Form 2018a (For Staff Employees)

ITEM: 1-5. These items are self-explanatory. Date and place of birth is not necessary; submit if available. SSN must be submitted.

6. ORGANIZATION Enter "CIA" or "DIA"

7. COMPONENT Enter "DDS&T" or for DIA enter "DB-5"

8. SUB-DIVISION Enter "NPIC"

9. Approval by NPIC Group/Staff Chief. Please type name and title in designated block.

10. Approval by Director, NPIC. Please type name and title in designated block.

11. ACCESSES REQUESTED Use proper digraphs only. Do not use the complete project code names. Digraph examples:

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12. JUSTIFICATION Special access approvals are granted when the project control officer, project manager or component manager becomes convinced that the need to know exists. Establishing the need to know is the sole responsibility of the requestor.

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Normally, justifications prepared on Form 2018a or 2018 should be unclassified. If classification is necessary, the entire justification should be prepared on a separate sheet of paper which is attached to the Form 2018 or 2018a. In such a case, "See attached classified justification" should be entered on the form. Such an attachment will require that the form be appropriately classified according to

25X1

Entries such as "duties require" or "to perform duties" are unacceptable as justification. Instead of stating that the subject will have access, the justification should explain why the subject needs access. Visits to restricted sites, mandatory attendance at restricted meetings, source analysis and administrative handling are common justifications. In justifying requests for operational approval, it must be demonstrated that in-depth access is required for aspects such as concepts, designs, specifications, performance, adaptability, and improvements. It is often significant to clearly state why the product approval is inadequate or inappropriate while the corresponding operational approval is necessary.

13. Signature of project control officer, project manager or component manager. In case of a new EOD, personnel officer is required.
14. REQUESTER'S MAILING ADDRESS Should read "1N600 -
15. SIGNATURE Should read "NPIC Security Branch."

## b. Form 2018 (For Contractor Employees)

ITEM: 1-5. These items are self-explanatory. Date and place of birth is not necessary; submit if available. SSN must be submitted.

6. ORGANIZATION and ADDRESS Company Name and Address.
7. POSITION Job title.
8. ACCESSES REQUESTED Use proper digraphs only.
9. PHASE Enter "III"

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STAT

NPIC NOTICE  
NO. 10-37 REVISED

SECURITY

10. CONTRACT No. Not necessary; enter if known.
11. JUSTIFICATION See justification above under 2018a.
12. REQUESTING OFFICIAL Sponsor's signature.
13. CONCUR/APPROVED Type in name and title of appropriate NPIC Group/Staff Chief.
14. CONCUR/APPROVED Type in name and title of Director, NPIC.

3. ROUTING SLIPS: (Form 610)

Requests for special access approvals should be accompanied by a routing slip when requesting one or more of the following approvals.

|  |
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|  |
|--|

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NPIC NOTICE  
NO. 10-37 REVISED

SECURITY

e. All Studies

1. NPIC/SB
2. OD&E/SS
3. OS/SRD
4. OS/CD-6
- or OS/CD-4
5. OS/CIB

f. All Others

1. NPIC/SB

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4. Center Routing Slip (Form 100)

The request for special access approvals should be forwarded via Center Routing Slip from the Group/Staff offices to the Executive Officer, NPIC, and Chief, Security Branch/SS.

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R. P. HAZZARD

Attachments:

Form 2018a and Form 2018

Distribution: B

FILE

## REQUEST FOR SECURITY ACCESS APPROVAL

DATE

1

SUBJECT'S NAME (last,first,middle)

BIO  
DATAATTACHED  
ON FILE

OS FILE NO.

DATE OF BIRTH (da,mo,yr)

PLACE OF BIRTH

SOCIAL SECURITY NO.

CODE (CIB USE)

ORGANIZATION AND ADDRESS

POSITION

SUBSIDIARY OF:

SECURITY APPROVAL IS REQUESTED FOR SUBJECT'S ACCESS TO

AND/OR PROJECT(S)

PHASE CONTRACT NO.

JUSTIFICATION:

REQUESTING OFFICIAL

APPROVED

SCO-CSO-TSO

DATE

HQS. PROJECT OFFICER

DATE

TO: Chief, CIB (Thru appropriate approving officers)

DATE

Notes:

☐ PROCESS ACCESS APPROVAL(S)☐ CHANGE STATUS FROM

TO

☐ CANCEL REQUEST DATED☐ CANCEL APPROVAL (Never briefed)☐ DEADLINE DATE

HEADQUARTERS SECURITY OFFICER

CONCUR  
APPROVED

13

SIGNATURE and TITLE

DATE

APPROVED

SIGNATURE and TITLE

DATE

CONCUR  
APPROVED

14

SIGNATURE and TITLE

DATE

APPROVED

SIGNATURE and TITLE

DATE

CIB INDEX SEARCH

TO: Chief, CD/I & CB  
FOR ACTION INDICATED ABOVE

CHIEF, CIB

DATE

TO: Chief, CIB

CASE NO.

BIDATED (Julian)

SECURITY ACCESS APPROVAL(S) REQUESTED ABOVE GRANTED. PLEASE RECORD AND ADVISE REQUESTER.

C/I &amp; CB

DATE

NOTE: ATTACHED COMMENTS

TO: Headquarters Security Officer

SECURITY ACCESS APPROVAL(S) GRANTED. ADVISE CIB WHEN BRIEFING CONDUCTED. APPROVAL WILL BE CANCELLED IF CIB NOT ADVISED OF BRIEFING WITHIN 120 DAYS OF DATE SET OUT IN THIS BLOCK AND WILL REQUIRE REVALIDATION IF AGAIN REQUIRED

SEE ATTACHMENT

CHIEF, CIB

CLASSIFY AS APPROPRIATE

| SPECIAL ACCESS APPROVAL<br>(Submit original and five copies to CIB/SSC)   |  |  |   | FILE WHEN INITIALED   |  |
|---|--|--|---|---|--|
|   |  |  |   | DATE OF REQUEST<br><div style="text-align: center;">1</div>     |  |
| SUBJECT'S NAME (Last, First, Middle)<br><div style="text-align: center;">2</div>  |  |  | SSN<br><div style="text-align: center;">3</div> |   |  |
| DATE OF BIRTH (Da Mo Yr)<br><div style="text-align: center;">4</div>  |  | POSITION<br><div style="text-align: center;">5</div> |   | CODES BELOW ARE FOR CIB<br>USE ONLY                             |  |
| ORGANIZATION<br><div style="text-align: center;">6</div>  |  | CODE<br><div style="text-align: center;">7</div>     |   | SUB-DIVISION<br><div style="text-align: center;">8</div>        |  |
| <b>TO: CHIEF, CIB THRU THE APPROPRIATE APPROVING AND CONCURRING OFFICERS</b>  |  |  |   |   |  |
| APPROVED<br>CCO/CIA   |  | DATE   |   | CONCUR<br>BCO-TCO/OD&E  |  |
| APPROVED<br>TCO/CIA   |  | DATE   |   | APPROVED<br>DD/OD&E   |  |
| APPROVED<br>DDS&T   |  | DATE   |   | CONCUR<br>APPROVED<br><div style="text-align: center;">9</div>  |  |
| APPROVED<br>C/SSC   |  | DATE   |   | CONCUR<br>APPROVED<br><div style="text-align: center;">10</div> |  |
| SECURITY APPROVAL IS REQUESTED FOR SUBJECT'S ACCESS TO <div style="text-align: center;">11</div> AND/OR PROJECT'S _____ PHASE III.<br>JUSTIFICATION:<br><div style="text-align: center;">12</div>   |  |  |   |   |  |
| REQUESTER'S MAIL ADDRESS (Room and Building)<br><div style="text-align: center;">14</div>   |  |  |   | SIGNATURE<br><div style="text-align: center;">15</div>          |  |
| <b>CIB INDEX SEARCH</b>   |  |  |   |   |  |
| <b>TO: CHIEF, CD/I&amp;CB</b><br>FOR ACTION INDICATED ABOVE   |  |  |   |   |  |
|   |  |  |   | CHIEF, CIB      DATE  |  |
| <b>TO: CIB</b><br>CASE NO. _____ BI DATE (Julian) _____   |  |  |   |   |  |
| SECURITY ACCESS APPROVAL(S) REQUESTED ABOVE GRANTED.<br>PLEASE RECORD AND ADVISE REQUESTER.   |  |  |   |   |  |
|   |  |  |   | CD/I&CB      SIGNATURE      DATE                                |  |
| <b>TO: REQUESTER</b><br>DATE _____  |  |  |   |   |  |
| <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/> </div> <div> SUBJECT HAS BEEN APPROVED<br/>ADVISE CIB DATE BRIEFED<br/>ARRANGE WITH SSC FOR BRIEFING </div> </div> <div style="text-align: right; padding-top: 10px;">CHIEF, CIB SIGNATURE _____</div> |  |  |   |   |  |